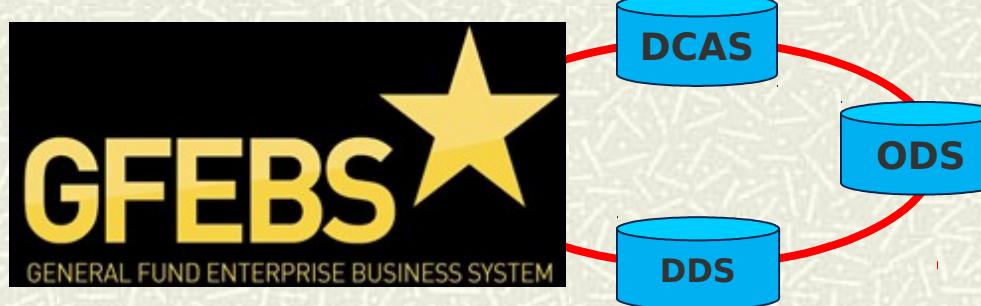




US ARMY FINANCIAL MANAGEMENT COMMAND



GFEBS access and familiarization

United States Army Financial Management Command
(USAFCOM)
Operational Support Team

Action, Conditions and Standard

ACTION: log into the General Fund Enterprise Business System (GFEBS) and effectively navigate the Training Environment and applicable training materials

CONDITIONS: given access to the USAFMCOM GFEBS Training Environment and Army Knowledge Online (AKO) website

STANDARD: identify and navigate through the different elements and options offered in the main screen of the General Fund Enterprise Business System (GFEBS), the Performance Support Website (PSW) and additional training materials. Utilize shortcuts/tips and successfully access training, walkthrough and job aid materials for each transaction.

Agenda

- ▶ **GFEBS background information**
- ▶ **GFEBS Access and Login**
 - ▶ Saving the GFEBS page to AKO favorites
 - ▶ Accessing GFEBS through AKO favorites
 - ▶ GFEBS Access Screen
 - ▶ Performance Support Website (PSW)
 - ▶ GFEBS environment Log-In
- ▶ **GFEBS Main Body screen and Menus**
 - ▶ SAP Easy Access- User Menu
 - ▶ SAP Easy Access- SAP Menu
 - ▶ Adding/Changing and accessing Favorite Transactions

Agenda

- ▶ Command Codes, Transaction Codes, Shortcuts and Tips
 - ▶ Command and Transaction Codes
 - ▶ System shortcuts
 - ▶ Status bar Messages
 - ▶ Messages (Error)
 - ▶ System Tips
- ▶ Search and Input Field assistance Tips
 - ▶ Search Windows and Wildcards
- ▶ **GFEBS additional Training tools and resources**
 - ▶ milWiki
 - ▶ GFEBS Public Files
- ▶ **Useful Links**

GFEBS Background Information



Definition - The General Fund Enterprise Business System(GFEBS) is the Army's new web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Active Army, the Army National Guard and the Army Reserve. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).

System - GFEBS uses Systems Applications and Products in Data Processing (SAP) software, a

Commercial Off-the-Shelf Enterprise Resource Planning

GFEBS Background Information (Cont'd)

Goal - The primary goal of GFEBS is to capture transactions and provide reliable data to better enable Army leadership to make decisions in support of the Warfighting effort. The Army GFEBS goals are:

- **Provide decision support information to sustain Army Warfighting capability**
- **Provide analytic data and tools to support Institutional Adaptation**
- **Reduce the cost of business operations**
- **Improve accountability and stewardship**
- **Accomplish and provide complete Auditability**

GFEBS Background Information (Cont'd)

Benefits

- Part of the U.S. Army's Program Executive Office Enterprise Information Systems portfolio
- Subsumes over 80 Army legacy systems and will eventually manage a budget of over \$140 billion
- Offers new and improved capabilities for Army-wide interoperability
- Increases Army Financial Management quality and effectiveness

GFEBS Background Information (Cont'd)

Benefits (Cont'd)

- Reduces cycle-time and variance to free human and financial resources for higher priorities
- Provides viewing and determining impacts of financial management decisions alongside budget structure
- Ability to differentiate between immediate funding needs and application of budgets and financial strategies that target near- and long-term demands of Congress, the Army, and the Warfighters they serve

GFEBS Access and Login



AKO/GFEBS Access

URL: <https://us.army.mil>

A thumbnail image of Lt. Col. Jenks Robertson, an Air and Space Power Strategist at the Air Force Research Institute, working at a desk with papers and books.

POWER OF THOR
Airman builds airpower database

Lt. Col. Jenks Robertson, Air and Space Power Strategist at the Air Force Research Institute, researches information for Theater History of Operations at Maxwell Air Force Base Aug. 17. THOR is database of bombs dropped from American military aircraft from World War One through current times. (U.S. Air Force photo by Master Sgt. Michael Voss) (Photo by U.S. Air Force)

A diagram illustrating the AKO login process. Step 1: A green arrow points to the 'I Accept' button on the 'Accept User Agreement' screen. Step 2: A green arrow points to the 'Sign in' button on the 'Sign in using your CAC/PIV' screen. Step 3: A green arrow points to the 'OK' button on the 'Choose a digital certificate' dialog box.

This information system is approved for UNCLASSIFIED//FOUO data

CAC/PIV Login **I don't have a CAC/PIV**

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then Sign in.

Choose a digital certificate

Identification

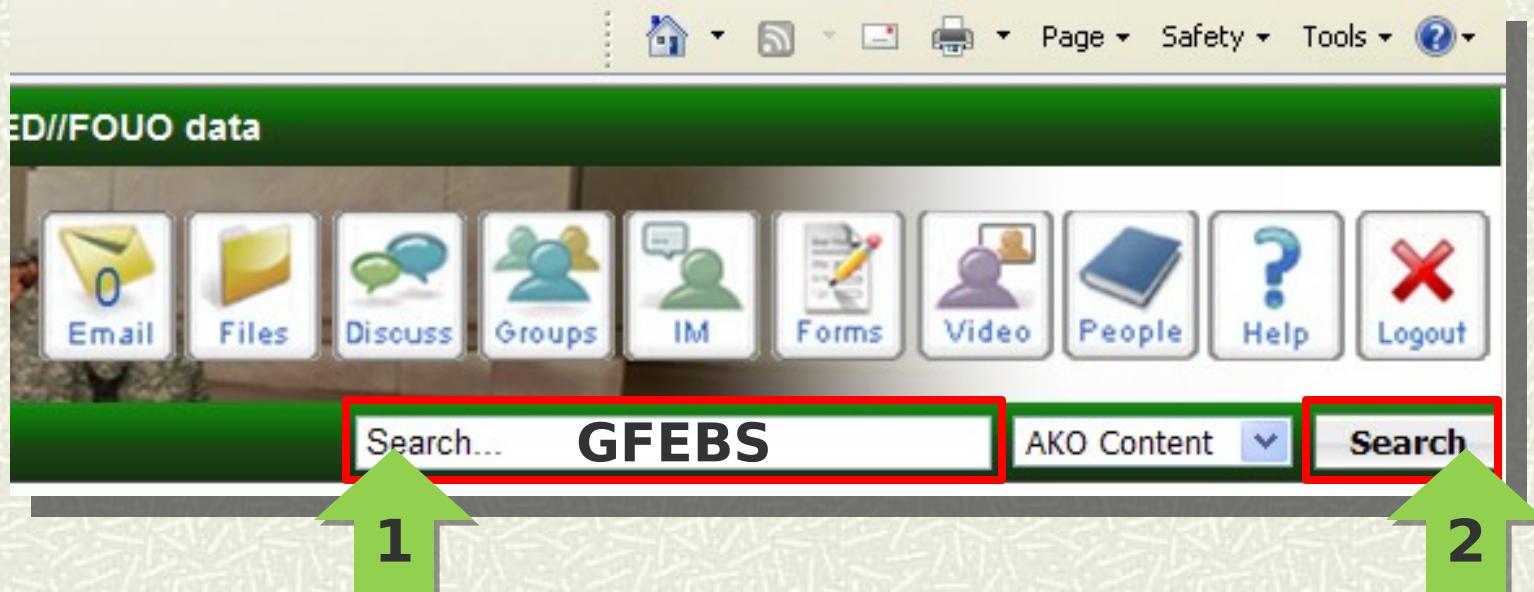
The website you want to view requests identification. Please choose a certificate.

Name: ARGUELLO, CARLOS.... Issuer: DOD CA-29

More Info... View Certificate... OK Cancel

NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)



AKO Recommends

 [General Fund Enterprise Business System \(GFEBS\)](https://www.us.army.mil/suite/page/247127)
General Fund Enterprise Business System (GFEBS)
<https://www.us.army.mil/suite/page/247127>

3

NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)

Adding the GFEBS Page to your “Favorites” for easy access

This information system is approved for UNCLASSIFIED//FOUO data

GFEBS

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾ Search...

GFEBS Home (Related Content ▾) Add to Favorites

AKO Home > DoD Organizations > Army > Headquarters, Department of the Army (HQDA) > Secretary of the Army (SA) > ASA (Financial Management and Comptroller) > C
> GFEBS Home

Welcome to GFEBS

General Fund Enterprise Business System
National Guard and the Army Reserve. GF
Standard Operation and Maintenance Army

Email Files Discuss Groups IM Forms Video Standardizes, streamlines and shares critical data across t
most widely used standard accounting system for Army I
s largest government Enterprise Resource Planning (ERP)

Search... AKO Co Options ▾

GFEBS Wallpaper
800 x 600
1024 x 768
1600 x 1200

GFEBS System

[GFEBS GRC \(Access Control\)](#)
GFEBS GRC

[GFEBS Portal \(Production\)](#)

[GFEBS Self-Service Home](#)
Create/View/Update Helpdesk Requests (Note: NIPRNET Access is Required)

[GFEBS Training and Performance Support Website \(GFEBS Help\)](#)

1

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GFEBS Login procedures



Accessing GFEBS through the “Favorites Menu”

This information system is approved for UNCLASSIFIED//FOUO data

The screenshot shows the AKO homepage with a green arrow numbered 1 pointing to the 'Favorites' dropdown menu. A red box highlights the 'Favorites' dropdown. A green arrow numbered 2 points to the 'Pages' button within the 'Pages' section of the dropdown menu. A red box highlights the 'Pages' button. A green arrow numbered 3 points to the 'GFEBS Home' link in the 'Pages' section of the dropdown menu. A red box highlights the 'GFEBS Home' link.

U.S.ARMY

AKO ARMY KNOWLEDGE ONLINE FOUO

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾

AKO M... New Not... New In My Files New In My Blog My Tasks Tell CPT AKO/T... G1 Suicide Prev Webmail Lite AKO Speed Test AKO Training

Documents Folders Communities Pages Groups

EagleCash Home OTCnet Home FM net GFEBS Home

Complicated? The AKO users earned the title of successfully navigating all three 1. This self-guided, online and engaging (and sometimes users to learn how to make the leave what it takes to succeed? L 18 L Y Y I R D

Your Army Service

• Special Event Announcements
• Training and Professional Development Announcements

Announcements AKO News AKO Select Links AKO Stats

How do you usually access AKO?

* Answer Government computer, with a CAC/PIV

GFEBS access Screen

This information system is approved for UNCLASSIFIED//FOUO data

GFEBS 

Home ▾

GFEBS Home (Related Content ▾)
AKO Home > DoD Organizations > Ar
> GFEBS
Welcome to GFEBS

General Function
National Guard
Standard Operations

GFEBS Web
800 x 600
1024 x 768
1600 x 1200

GFEBS System

- GFEBS GRC (Active)
GFEBS GRC
- GFEBS Portal (Production)
- GFEBS Self-Service Home
Create/View/Update Helpdesk Requests (NIPRNET Access is Required)
- GFEBS Training and Performance Support Website (GFEBS Help)**
- GFEBS Training Portal (End User Training)**
- GFEBS 1.4 QA Portal
Create/View/Update Helpdesk Requests (NIPRNET Access is Required)
- GFEBS Training and Performance Support Website (GFEBS Help)
- GFEBS Training Portal (End User Training)
- GFEBS 1.4 QA Portal

Email Files Discuss Groups IM Forms Video People Help

Search... AKO Content ▾

Remove from Favorites Options ▾

ASA (Financial Management and Comptroller) > GFEBS

streamlines and shares critical data across the active Army, the Army's standard accounting system for Army installations, and the Government Enterprise Resource Planning (ERP) systems.

The Performance Support Website (PSW) allows you to access GFEBS simulation and walk-through training materials by course name, course topic, and by role:

Access to the GFEBS Training Portal (TED) and/or production



GFEBS Knowledge Management Portal

GFEBS leverages milSuite Knowledge Management Tools

connecting

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GFEBS access Screen (Cont'd)



Performance Support Website (PSW)

The screenshot shows the GFEBS Training Performance Support Website (Training PSW). The header includes the GFEBS logo and a navigation menu with links to Main, Glossary, Contact, Site Info, and Search. The main content area features a welcome message: "Welcome to the GFEBS Training Performance Support Website (Training PSW)!" followed by a description of the website's purpose. Below this, there is a sidebar with expandable training course menus. A large green arrow points upwards from the sidebar area. A yellow callout box with a black border contains the text: "Expand the menus to view the available options for each course name, course topic, and by role. Click the ‘+’ signs to expand". The sidebar lists the following expandable menus:

- + GFEBS Training Courses
- + GFEBS User Roles
- + GFEBS Materials A-Z
- + GFEBS Training Information
- + GFEBS Interface Monitor Trainit
- + GFEBS Reports

The "GFEBS Training Courses" menu is expanded, showing the following sub-options:

- GFEBS Training Courses
- GFEBS User Roles
- GFEBS Materials A-Z

The "GFEBS Training Information" menu is expanded, showing the following sub-options:

- GFEBS Training Information
- GFEBS Interface Monitor Training and Tools

The "GFEBS Reports" menu is expanded, showing the following sub-option:

- GFEBS Reports

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)

The screenshot shows the GFEBS access screen with the following details:

- Left Sidebar:** A tree view of "GFEBS Training Courses" categories:
 - Cost Management
 - Equipment and Assets
 - Financials
 - Funds Management
 - General
 - Plant Maintenance
 - Project Systems
 - Real Property
 - Reimbursables
 - Spending Chain
 - L250E Acquisition Process Overview
 - L251E Accounts Payable Process Overview
 - L451E Material and Vendor Master Data Maintenance
 - L452E Purchase Requisitioning and Approval Workflow
 - L453E Purchase Orders and Contracts
 - L454E Goods Receipt Processing
 - L455 Invoice Processing** (highlighted with a red border and a green arrow pointing to it from the bottom left)
 - Application Tutorials
 - Job Aids
 - User Procedures
- Right Content Area:** "Application Tutorials" section
 - Job Aids**
 - User Procedures**
 - Listed below are topics discussed within the User Procedures category. Click a topic to navigate to more information.
 - Add Misc Pay Invoice Attachment User Procedure
 - Cancel Invoice Document User Procedure
 - Change Document User Procedure

Application Tutorials: step-by-step interactive transaction simulations

Job Aids: step-by-step in-detail transaction walkthroughs

User procedures: step-by-step explained transaction based on the Job Aids (shorter and more concise)

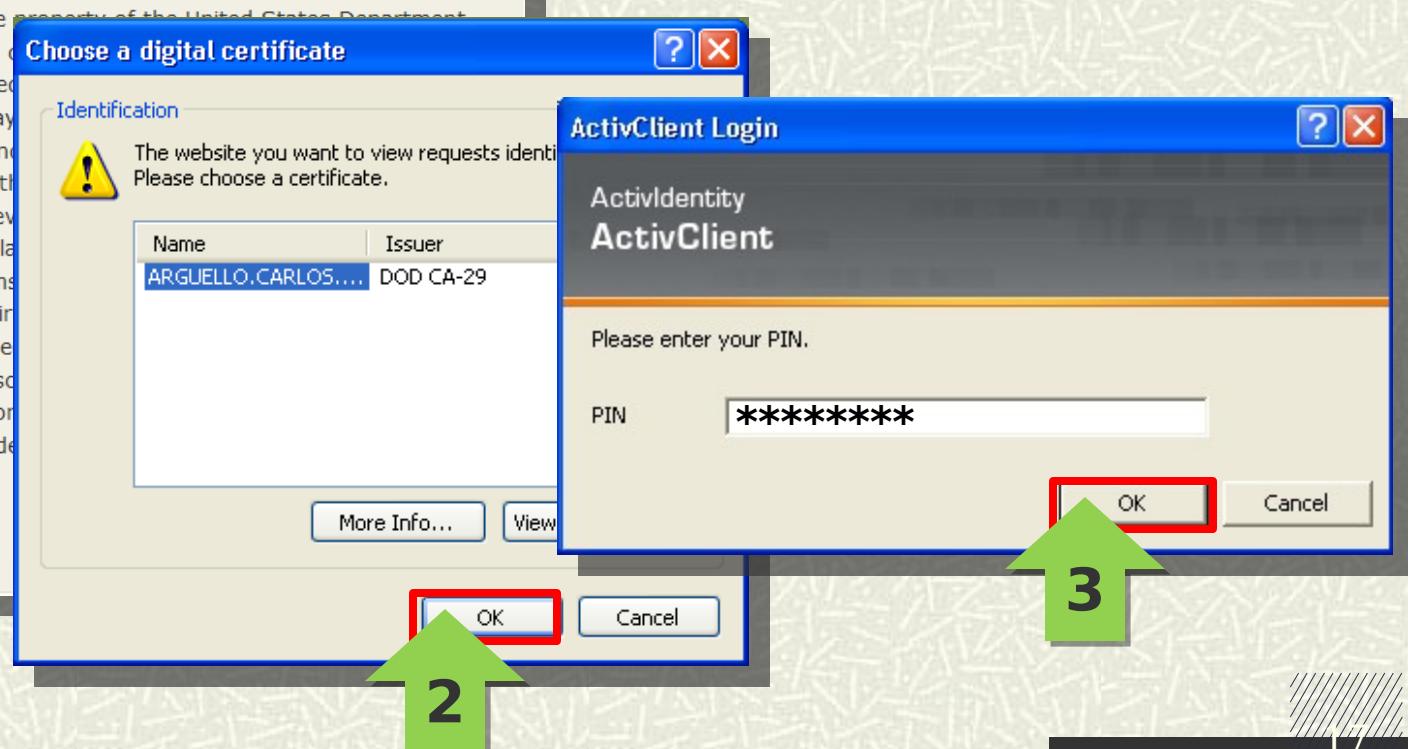
GFEBS Login procedures (Cont'd)



CAC Access



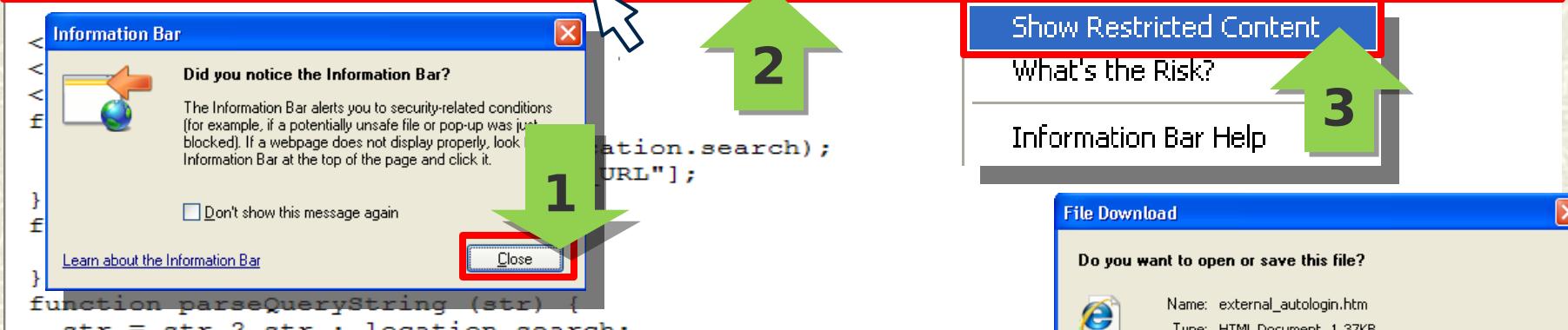
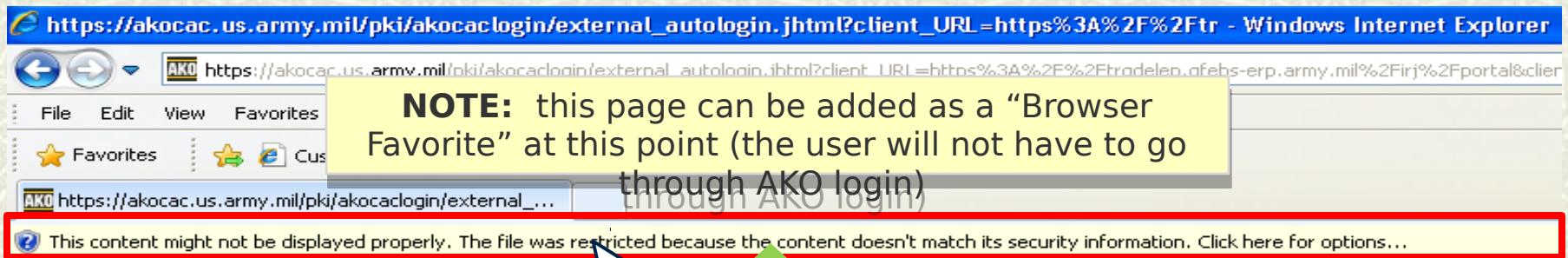
WARNING! This computer is the property of the United States Department of Defense and may be accessed by personnel of the Department. Use of this system is strictly prohibited without proper identification and prosecution. The Department may monitor and record all communications on this system and all communication on this system and all information stored on this system. By accessing and using this system, you agree to be bound by the rules and regulations of the Department. Monitoring and information retrieval is limited to, a properly authorized law enforcement officer or investigator; information systems inspection, investigation, or inquiry; or investigation. Users have no expectation of privacy in information, either official or personal, contained in this system, including information stored on this system. It is illegal to use this computer to include unauthorized devices.



NOTE: The PSW Page may be left open while running the GFEBS page

GFEBS Login procedures (Cont'd)

Restricted Content Error remedy (temporary)



Note: this error will appear every time you log into GFEBS. This inconvenience can be alleviated by downloading and installing the the DoD (Department of Defense) Root and DoD trusted External Certificate Authority (ECA) certificates. These can be found in the AKO website under:

- Quick Links
- CAC Resource Center “AKO CAC Resources”
- Install the DoD Certificates
- Download and install: [InstallRoot v3.15A.exe](#)



GFEBS Main Body screen and Menus

GFEBS Main Body screen

The screenshot shows the GFEBS Main Body screen with several key areas highlighted:

- Top Navigation Bar:** Shows tabs for "GFEBS Home", "User Training", "AFMS Training", and "ERP". The "ERP" tab is highlighted with a red box and has a green arrow pointing to it from the top right.
- Welcome Message:** "Welcome Carlos Arguello".
- Detailed Navigation:** Includes "Welcome" and "Universal Worklist".
- Welcome to GFEBS!** Section:
 - Date: Tuesday, 12 July 2011
 - ALERT: GFEBS BI Payroll Reports Available
 - Attention: GFEBS BI Users
 - How this affects you: GFEBS has maintenance for Business Intelligence. The following GFEBS BI Payroll reports will be unavailable for 24 hours. Please excuse for any inconvenience.
- Important system announcements:** A yellow box containing the text "Important system announcements". A green arrow points from this box to the "Welcome to GFEBS!" section.
- GFEBS technical support information:** A yellow box containing the text "GFEBS technical support information". A green arrow points from this box to the "Support" section.
- Support:** For any questions related to the system, please contact the GFEBS Help Desk:
 - Phone: 1-866-757-9771
 - Email: gfebs_helpdesk@accenture.com
 - Hours of Operation: M-F 07:00 - 17:00 ET
- Available Resources:** A list of resources including:
 - GFEBS Performance Support Website (PSW) - A training guides and simulations, role descriptions necessary to perform GFEBS.
 - GFEBS Management System - A website that provides Computer-Based Training (CBT).
 - Employee Asked Questions (FAQs) - A list of commonly asked questions.
- Shortcuts to up-to-date training materials:** A yellow box containing the text "Shortcuts to up-to-date training materials". A green arrow points from this box to the "Available Resources" section.
- Note:** This screen is only seen in the Production (real-life) GFEBS environment.

GFEBS Universal Worklist

The Universal Worklist is another screen accessed from the GFEBS Home page tab. The worklist maintains a running list of all work items assigned to a particular user at a particular time. The user is one of the recipients of each of the work items.

On the Universal Worklist screen below, notice the tabs located along the top. Similar tabs appear in other areas of GFEBS. The tabs enable the user to view and/or input multiple pages of data while staying in the same transaction or function.

Welcome Carlos Arguello

THE UNITED STATES ARMY - TRAINING

GFEBS Home User Training AFMS Training

Welcome | Universal Worklist

Search Advanced Search

Universal Worklist

No items found to display

An error occurred while trying to connect to the provider

Welcome Carlos Arguello

Help | Log off

Tasks Alerts Notifications Tracking

Show: New and In Progress Tasks All

GFEBS Home User Training AFMS Training

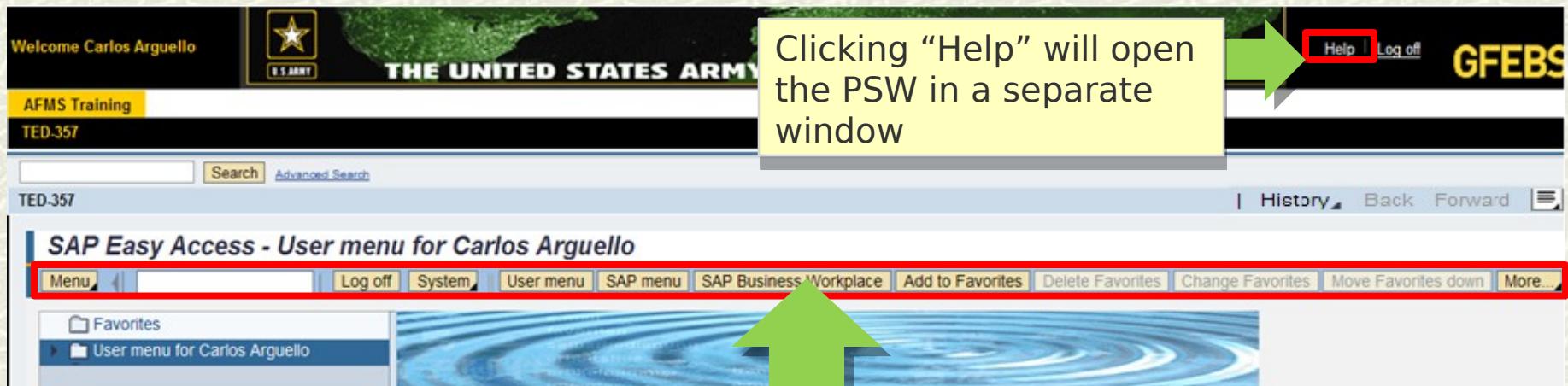
Welcome | Universal Worklist

Search Advanced Search

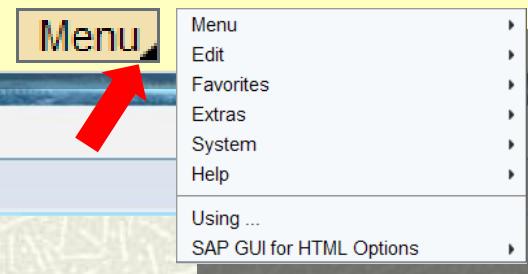
The “Universal Worklist” can be accessed at any time under the “GFEBS Home” tab

SAP Easy Access - User Menu

Menu Tool Bar



Menu tool bar: The Menu Toolbar is dynamic and will differ depending on the transaction. This example shows the Command field on the toolbar; however, at times this field is collapsed. The Command field accepts both commands and T-codes. Spending Chain Transaction and Command Codes Job Aids will be discussed during this class. The black lower right corners on buttons (see example below) indicate a sub-menu. This convention is used throughout GFEBS.



SAP Easy Access - User Menu (Cont'd)

n, Status Bar and User-to-SAP Menu toggle

The screenshot shows the SAP Easy Access - User menu interface. At the top, there's a status bar with 'Welcome Carlos Arguello' and a U.S. Army logo. Below it is a banner for 'THE UNITED STATES ARMY - THE FIGHTING TEAM'. A green arrow points from the status bar to the 'Log Off' button in the top right corner of the main menu area. Another green arrow points from the 'Log Off' button to a callout box explaining its function: 'Log Off (closes Portal session)'. The main menu bar includes 'Menu', 'Log off', 'System', 'User menu', 'SAP menu', 'SAP Business Workplace', 'Add to Favorites', 'Delete Favorites', and 'Change Favorites'. A red box highlights the 'Log off' button. A green arrow points from the 'User menu' button to a callout box: 'Buttons to toggle between "User Menu" and "SAP Menu".' A red box highlights the 'User menu' button. A green arrow points from the 'User menu' button to another callout box: 'Log Off (closes GFEBS session)'. A red box highlights the 'User menu' button. A large green arrow points from the 'User menu' button to a context menu on the right. This context menu has several options: 'Open in New Window', 'Personalize', 'Details', 'Add to Browser Favorites', and 'Add to Portal Favorites'. A red box highlights the 'User menu' button. A green arrow points from the 'User menu' button to a callout box: 'Field utilized for Command code entry, Transaction code navigation, report request, etc. (most utilized)'. A red box highlights the 'User menu' button. A green arrow points from the 'User menu' button to a callout box: 'Status Bar: displays information such as system and input error messages'. A red box highlights the 'User menu' button. A green arrow points from the 'User menu' button to a callout box: 'System information: displays transaction being processed, system and user data'. A red box highlights the 'User menu' button. At the bottom left, there's a status bar with 'Enter Purchasing Org.' and a red box highlighting the 'User menu' button. On the right, there's a 'System information' panel displaying the following data:

System	TED(357)
Client	357
User	1187947444
Program	SAPLMEGUI
Transaction	ME21N
Server	sapedapx06

A red box highlights the 'User menu' button. A green arrow points from the 'User menu' button to a callout box: 'System information: displays transaction being processed, system and user data'. A red box highlights the 'User menu' button.

SAP Easy Access - SAP Menu



SAP Navigation pane

The SAP Navigation pane (or panel) shows the user's Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu.

Expand the menu by utilizing the Black arrows for navigation

Unexpanded
Expanded

SAP Easy Access

Menu | Log off | System | User menu | SAP menu | SAP Business Object | Marketplace | Add to Favorites | Delete Favorites | Change Favorites | Move Favorites down | M...

Favorites

SAP menu

- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources
- Information Systems
- Tools

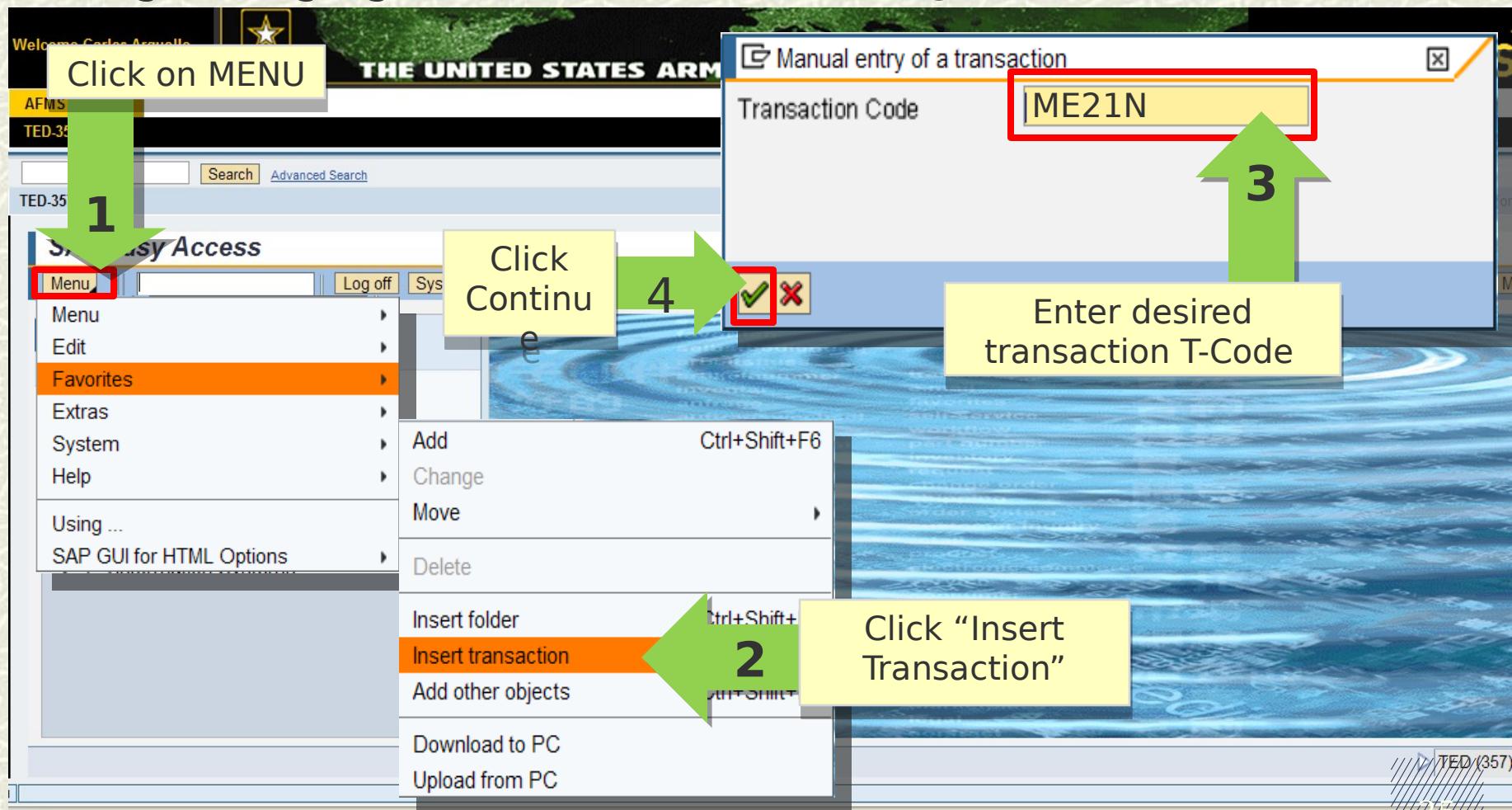
SAP menu

- Office
- Cross-Application Components
- Logistics
 - Materials Management
 - Purchasing
 - Purchase Order
 - Create
 - Change
 - Display
 - Maintain Supplement

SAP Easy Access - SAP Menu



Adding/Changing Favorites (*most commonly processed transactions for users*)



SAP Easy Access - SAP Menu (Cont'd)

Adding/Changing Favorites (*most commonly processed transactions for users*)

The screenshot shows two views of the SAP Easy Access interface. The top view is the 'User menu for Carlos Arguello', and the bottom view is the 'SAP menu'. Both menus have a 'Favorites' section at the top, which is highlighted with a red box. In the 'User menu' view, under 'Favorites', there is an item 'Create Purchase Order'. In the 'SAP menu' view, under 'Favorites', there is also an item 'Create Purchase Order'. This indicates that the favorite has been saved successfully.

SAP Easy Access - User menu for Carlos Arguello

Menu | /n | Search | Advanced Search | TED-357

AFMS Training | TED-357 | /n | TED-357

SAP Easy Access

Menu | /n | Log off | System | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites | Change Favorites | TED-357

The saved favorite will appear in both the SAP Easy Access and User Menus. Double-clicking on the favorite will navigate the User directly to the saved transaction



Command Codes, Transaction Codes Shortcuts

Command and Transaction Codes



GFEBS uses command codes, transaction codes (T-codes) and shortcuts to relay instructions to the system. T-codes and command codes are slightly different.

A T-code is a unique identifier attached to each transaction in SAP. A command code is the text typed into the Command field in order to access a transaction. It consists of the T-code when the user is on the home screen (the SAP Easy Access Menu) or of the T-code and a prefix if the user is currently working within a transaction.

With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS ECC transactions, the shortcuts shown below are



Command and Transaction Codes

Command Code

Action

SAP Easy Access - US	ME21N
SAP Easy Access - US	/N
SAP Easy Access - US	/N MIRO
SAP Easy Access - US	/O
SAP Easy Access - US	/OMIGO
SAP Easy Access - US	/I
SAP Easy Access - US	/Nend

- Takes the user to the associated transaction if currently at the SAP Easy Access Menu. In this case, create a PO
- Ends the current transaction and returns the user to the SAP Easy Access Menu (the water screen)
- Ends the current transaction and starts a new specified transaction. In this case, an Invoice.
- Displays an overview of the open sessions.
- Starts a new session with the specified transaction while keeping the current session open.
- Closes the active session.
- Ends the current transaction and prompts the user to log off SAP.

NOTE: Mission Specific Transaction Codes will be covered in depth during the following slide.

Types of Transaction Codes

GFEBS uses numerous T-codes. Some will become familiar to the user due to frequency of use. Those T-codes are recommended for the user's Favorites list. The following hints may assist in understanding T-codes that are less familiar. These hints are guidelines and not true in all cases.

<u>T-Code</u>	<u>The T-Code</u>	<u>Example</u>
<u>ending in:</u>	<u>will:</u>	
1	Create a new transaction.	<u>FMZ1</u> - Create Funds Commitment
2	Change a saved transaction	<u>FB02</u> - Change Document
3	Display a transaction.	<u>XK03</u> - Display Vendor

Transaction Codes for Reports will usually start with the letter "S". Example: S_P99_41000099 – Payment List

System Shortcuts



With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS ECC transactions, the shortcuts shown below:

Action	Shortcut
Back	F3
Cancel	F12
Choose	F2
Copy	Ctrl + C
Create	F6
Cut	Ctrl + X
Display/Change	F7
Exit	Shift + F3
Help	F1
Last Page	Ctrl + Page Down
Next Page	Page Down

Action	Shortcut
Page Up	Ctrl + Page Up
Paste	Ctrl + V
Possible Values	F4
Previous Page	Page Up
Save	F11 (from within a transaction)
Tab left	Shift + Tab
Tab right	Tab
Undo	Ctrl + Z
Up, down, left, right	Arrow Keys

Status Bar Messages



When processing or saving transactions, the Status bar will return different messages in the Status Bar at the lower left-hand corner of the screen, including:



Information messages: these messages indicate that the entry has been accepted and is displayed as a green button with a lower case letter I in it.



Warning messages: these messages indicate that the data may contain errors but does not prevent you from processing a transaction. Warning messages are displayed as a yellow button with an exclamation ("!") mark.



Error messages: these messages indicate that there is a mistake that must be corrected before you can proceed to the next screen. Error messages are displayed as a red button with an exclamation point ("!"). GFEBS will not let you continue until you correct the entry.



Messages (Error)

When processing a transaction, the system will notify the user if input data is missing, inaccurate or it fails system checks prior to processing. The user will be unable to save the work unless these indicators are cleared by making additional input or the necessary corrections. The Icon may appear in multiple portions of the transactions screen; all errors must be cleared prior to saving the transaction. These errors are also known as “Hard Stops”.



If this icon is present in any field, the user must make the necessary corrections.

Messages

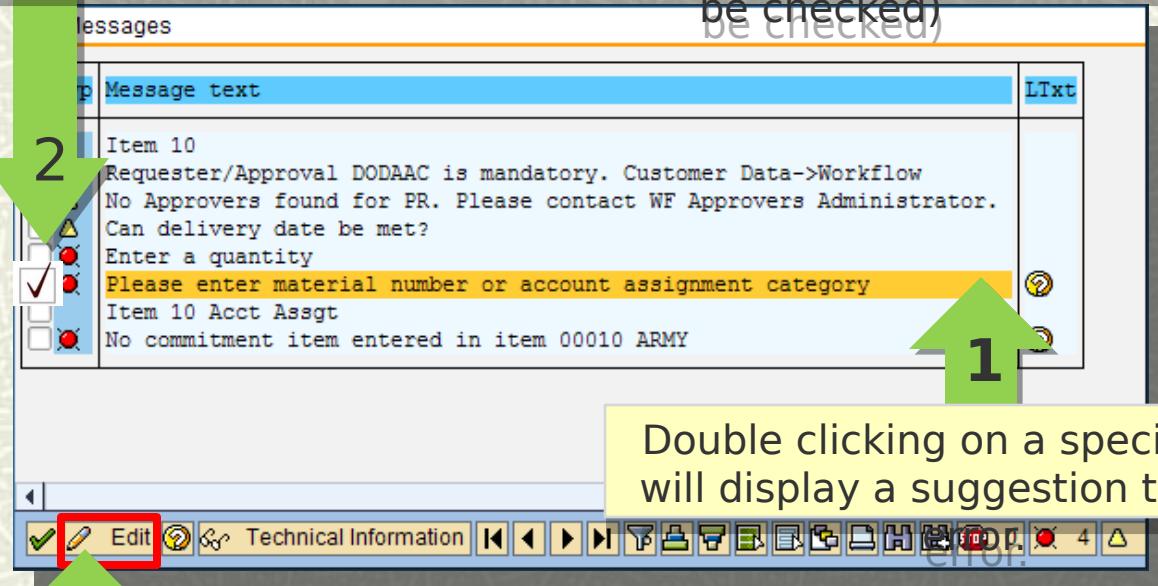
Type	Message Text	LText
Info	DocHeader	
Error	Purchase requisition still contains items with errors	
Info	Item 10	
Error	Requester/Approval DODAAC is mandatory. Customer Data->Workflow	
Info	No Approvers found for PR. Please contact WF Approvers Administrator.	
Info	No Can delivery date be met?	
Error	Enter a quantity	
Error	Please enter material number or account assignment category	
Info	Item 10 Acct Assgt	
Error	No commitment item entered in item 00010 ARMY	

Technical Information

Messages (Error) (Cont'd)

 Click on the Icon. This will prompt the system to display the error specifics (the errors would've appeared automatically upon an attempt to "Save" or "Check")

Place a check mark next to the desired error needing correction (multiple can be checked)



2

1

Double clicking on a specific error will display a suggestion to fix the error.

Performance Assistant

Please enter material number or account assignment category

Message no. 06026

Diagnosis

You have entered neither the material number nor the account assignment category in the item. An item representing a material without a master record (i.e. no material number is specified) or a service must have an account assignment category.

3

Click "Edit" to correct errors. By selecting this option, the system will take the user directly to the erroneous field

Correct input error or input missing data



4

System Tips



In order to gain more input space within the screen, use the F11 function key to “minimize” the webpage header. The same procedure will return the screen to its normal state and size.

“Single-Click” on the Green portion of the Header, then press **F11**.

The screenshot shows a SAP NetWeaver Portal interface. At the top, there's a green banner with the text "UNITED STATES ARMY - TRAINING". Below it is a standard browser header with tabs like "Document Overview On", "Creates", "Other P...", "Additional Data", "Org. Data", and "Status". The main content area is titled "Create Purchase Order" and shows a table for entering purchase order details. The bottom of the screen has a toolbar with various icons and buttons like "Default Values" and "Add Planning".



Search and Input Field assistance Tips

F1 Key- Specific input field assistant

The screenshot shows the AFMS Training application interface. On the left, the 'Create Purchase Order' screen displays fields for 'Purch. Org.', 'Purch. Group', and 'Company Code'. A red box highlights the 'Purch. Group' input field, which has a yellow cursor icon pointing to it. To the right, a 'Performance Assistant' window titled 'Purchasing Group' provides a definition and usage information.

Purchasing Group

Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.

Use

- Internally, the purchasing group is responsible for the procurement of a material or a class of materials.
- Externally, it is the medium through which contacts with the vendor are maintained.

“Single-Click” in the input field you require assistance with then press the “F1” function

Input Fields in all screens will have this help option

Specific Field data input and search

Welcome Carlos Arguello

AFMS Training

TED-357

/n Search Advanced Search

TED-357

Create Purchase Order

Menu Save Back Exit Cancel System

Purch. Org.

Purch. Org. Purch. Group

If the data is known, it may be input directly into the desired field (the system will accept it if the data has already been staged in the database).

If the data is unknown, most fields will offer a Search option

Purchasing Group (1)

Search Criteria

PGr	Description
000	Elmendorf AFB, AK
001	Einkäufer 1
002	Einkäufer 2
003	Einkäufer 3
016	502CONS-Ft Sam
0KK	PEO STRI
13M	SMDC
14F	HCAA EURO REG OFC
151	MICC FORT HOOD
15U	ATEC MISSION SPT
1KB	COE DIST, ALASKA
1KF	ACC WRN ANNISTON
1N2	ACC-RSA-LEAD
1NF	ACC-Rsrch Trngle P

278 Entries found

Restrict Value Range (1)

Search Criteria

Category Vendors by Country

Country

Search term

Name

City

Vendor

Maximum No. of Hits 500

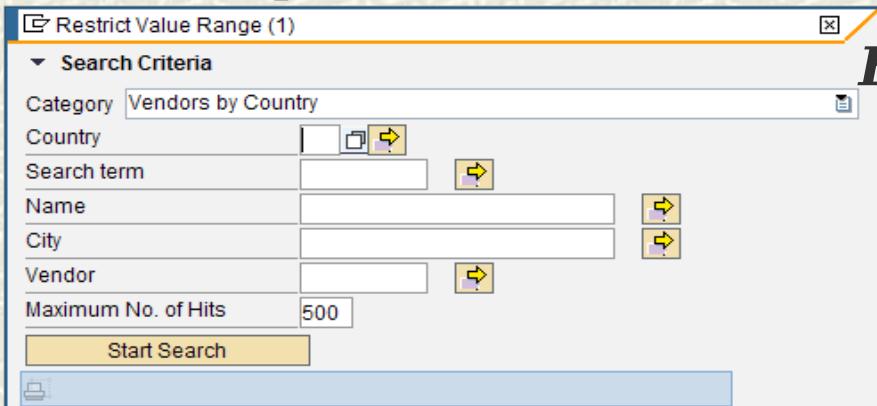
Start Search

Click the “Search” button. One of two options will appear based on the field. The amount of returns will dictate which option is given to the user. 1. Select the data. 2. Search the database for the desired data.

Note: The **F4** key may also be used to prompt the Search windows

Search windows and Wildcards

Example “Vendor” Search window

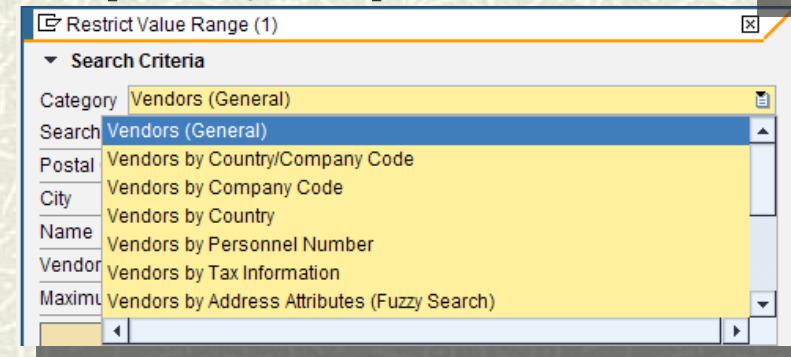


Search windows will offer various options based on the selected field. The criteria will be different for each Field.

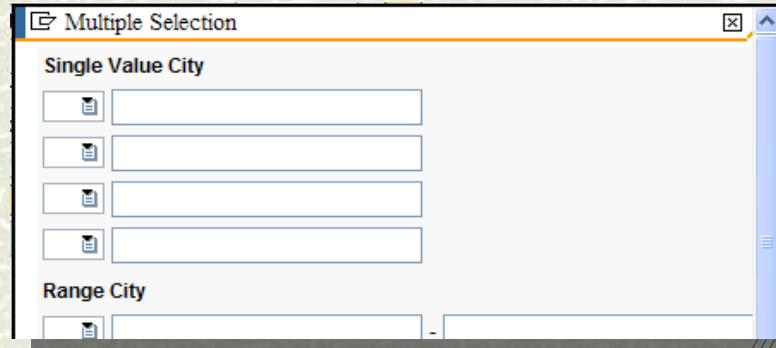
-Items with this icon will allow you to select a search option. Selecting a different option will change the Search Fields within the window.

-Items with this icon will require you to enter "Single Value" and "Range" search criteria:

Example of “Options available”



Example of “Search criteria required”



Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

There are instances when a search is required, but the user does not have detailed information with which to search. In these cases, a wildcard can be used. The wildcard replaces one or more characters in the search criteria. The wildcard can also represent no character. The asterisk (*) is the character used as a wildcard in GFEBS.

Partial Criteria Surrounded by Wildcards:

company - when input in the “Name” field, this will produce all Vendors with the word “company” within their name.

FORD	ABBOTT BALL COMPANY THE	14
ARK	ABC ACQUISITION COMPANYAB	658
URG	13-50 INVESTMENT COMPANY	006D1
S	A & M GLASS COMPANY INC	RMT00DT8

Partial Criteria ending in a Wildcard:

4623* - when input in the “Postal Code” field, this will produce all Vendors with a Zip Code starting with the provided data.

0035N	4623	GUNSKIRCHEN	BOMBADIER ROTAX GMBH M
00BL3	46231-0000 INDIANAPOLIS	EMS HERITAGE LABORATO	
00MG4	46239-1048 INDIANAPOLIS	ASSOCIATED MATERIAL HAN	
00S11	46237-0000 INDIANAPOLIS	ABC CUTTING CONTRACTOR	

Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

Partial Criteria Preceded by a Wildcard:

*city - when input in the “City” field, this will produce all Vendors located in cities with the word “city” at the end of their name.

01SR0	35010-0000 ALEXANDER CITY	GRIGGS ROBE
02LJ9	08401-0000 ATLANTIC CITY	SCHIFF-CHARM
038N8	75411-9714 ARTHUR CITY	PARIS PEST CO
04JC3	37015-0000 ASHLAND CITY	KAYDON CONS

Non-consecutive Partial Criteria with Wildcards:

jo*n* - when input in the “Name” field, this will produce all Vendors with the letters JO and N within their name (in that order).

AU Z3142	JOBLING JAMES A PTY LTD	NIAGARA PARK
AU ZS860	JOAN BARRY THEATRICAL SUP	SYDNEY
BE B6210	JO GOVAERTS NV	ALKEN
CA L4485	JOAN ROBERTS CONSULTING	TORONTO
DE C2595	JOBIS BEKLEIDUNGSINDUSTRI	BIELEFELD

Note: The previous examples showed names, but the same rules hold true for placement of wildcards in numbers. SFIS and GFEBS codes composed of numbers may be searched utilizing the above examples.



GFEBS additional Training tools and resources

milWiki Training Site



GFEBS Knowledge Management Portal

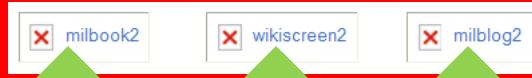
GFEBS Leverages milSuite Knowledge Management Tools

GFEBS is now using milSuite in conjunction with AKO to improve knowledge sharing, information exchange, and project user, you can receive Project and system updates/announcements for GFEBS Project information including job aids, CONOPS, GFEBS milBlog page.

Shortcut to the milWiki Portal

1 One is a secure DoD Knowledge Management suite of capabilities dedicated to the use of Web 2.0 and social media to manage these capabilities to enhance the knowledge base of the user community. As a GFEBS user, you are invited to the GFEBS milBook group. The GFEBS milWiki Portal is quickly becoming the "one-stop-shop" for GFEBS news and events via the GFEBS milBlog page.

For your convenience, here are some tips and tricks for accessing and navigating the milSuite capabilities. You can access the milSuite tools by click the links in the text above or clicking on the images below.



2 G IS Information
At the time, Non-US Citizens
GFEBS milBook
3 Portal on
able to access m
This policy may cha
Please use the link

Shortcuts to specific sections of the milWiki Portal

NOTE: This may be accessed through the AKO GFEBS home page (bottom portion)

NOTE: Users must first register to the "milSuite" portal in order to gain access to the training materials. See next slides.

milSuite

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS)
THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
- This site is not approved for Personally identifiable Information (PII). If you suspect PII, please contact milsuite.mil@us.army.mil. For more information on PII, review [DoDD 5400.11](#), the DoD Privacy Program.

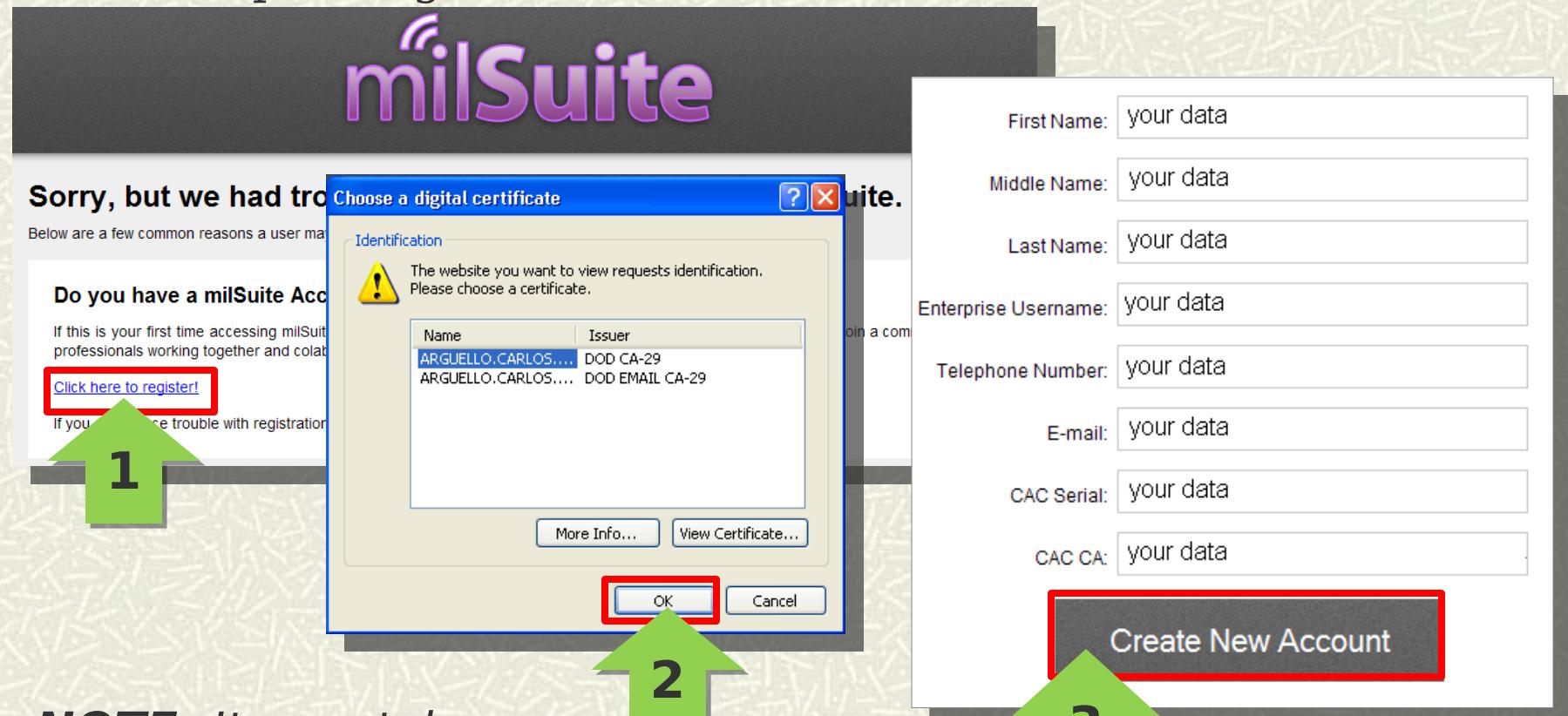
By clicking the "I AGREE" button below, you're accepting the terms and conditions mandated above

2

I AGREE

milWiki Training Site (Cont'd)

Requesting Access



NOTE: It may take up to 10 minutes for your account to be activated in the system.

milWiki Training Site (Cont'd)

Website breakdown

The screenshot shows the milWiki GFEBS portal page. A red box highlights the left sidebar, which includes links for Main Page, Create an Article, Categories, New Articles, All Portals, Recent Changes, Support, Start here, Help, milWiki Tutorial, Community Portal, Sandbox, and Guidelines. Another red box highlights the top navigation bar with links for Portal, Discussion, Read, Edit, View history, Search, and Log out. A green banner at the top reads "SENSITIVE BUT UNCLASSIFIED//FOUO". The main content area features several yellow callouts with text:

- Portal:GFEBS**: This article is for the GFEBS Portal. For the Weapon System Portfolio element, please see [GFEBS \(System\)](#).
- GFEBS news, key links and latest information**: The General Fund Enterprise Business System (EIS) is the Army's new web-enabled system that streamlines and shares critical data across the Army financial management system. GFEBS uses Systems As Commercial Off-the-Shelf (COTS) to move the Army from a spending culture to a cost management culture. The Army leads to more than enters around
- Helpful training resources and websites**: For your convenience, here are some tips and tricks for accessing and navigating the different milSuite tools GFEBS is leveraging to support the GFEBS user community.
- GFEBS Class information and schedules**: Various online transaction walkthroughs
- Access to GFEBS guidelines**: The Army Financial Management System (FMS) is the primary financial management system used by the Army. It provides reliable data to the Army financial management system. GFEBS has over 200 Army financial systems"
- Location and duty specific Job Aids**:
 - Mr. Steve L. Brown – GFEBS Director of Operations
 - Mr. Jonathan Daniels – GFEBS Deployment Chief
- Other milWiki Resources**
- Page**, **Running GFEBS**, **Digital Report Book**, **Training**, **Community Aids**, **Specific Job Information**, **Provisioning**, **Lessons Learned**
- Lessons Learned**

GFEBS AKO Public Files



GFEBS Files

Public Files GFEBS

Copy Download Send Link Low Bandwidth Mode Tiles View

Name	Type	Creator	Size
1 Deployment Activities & Templates*	Folder	brenna.c.flynn	6086 files
2 Stakeholder Meetings*	Folder	kevin.f.marrin	327 files
ARCENT Green-Line Training Project*	Folder	jonathan.b.case	90 files
ARMY TRAINING - GFEBS FFCRSPPE*	Folder	amit.luthra	272 files
ARMY TRAINING - Wave 5*	Folder	amit.luthra	777 files
ARMY TRAINING - Wave 8a Carryover*	Folder	warren.d.whitted	702 files
ARMY TRAINING - Wave 8b*	Folder	edward.valles3	859 files
Communications*	Folder	chris.w.davis	567 files
Configuration Management*	Folder		28 files
CONOPS*	Folder		125 files
Cost Management 101 Train	Folder		1 file
Data Validation*	Folder		2946 files
DCO Presentations*	Folder		1 file
DFAS*	Folder		342 files
Functional Integration*	Folder		79 files
GFE Laptop Reference Docu	Folder		11 files
GFEBS Communications Events	Folder	Kyle.e.leslie	1 file
GFEBS FAQs*	Folder	kevin.f.marrin	7 files
GFEBS Final EXORD*	Folder	michael.g.cordingley	23 files
GFEBS IA Documentation*	Folder	ted.zweig	11 files

Once granted access to the GFEBS Training Environment, the user will have access to a vast quantity of shared training and lessons learned materials.

System Tips Handout



Back

- Never utilize the browser “BACK” button while in the GFEBS environment. It will cause the “Webpage to Expire”
- When needing to go back to the previous screen, utilize this button not the browser back button
- Using the “TAB” key is the best way to navigate through input fields. TAB will move the cursor to the next available field; “Alt + TAB”, to the previous field.
- Active fields or fields that your cursor is in will be highlighted in orange.
- Required fields must be completed to process a transaction and are usually denoted by a checkmark.
- Dates are displayed and entered in MM/DD/YYYY format



- This icon Collapses menus



- This icon Expands menus

System Tips Handout (Cont'd)

Conditions

- This particular TAB indicates there are multiple TABS not shown on the particular Header.
- These ICONS will allow the user to navigate from TAB to TAB (left to right and vice versa). Clicking the folder will allow the user to select a specific TAB not shown on the menu.



GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

milWIKI

<https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS>

13th Financial Management Center GFEBS guidance Portal

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center



QUESTIONS

A large, white, five-pointed star shape is positioned behind the word "QUESTIONS", partially overlapping it. The star has a soft, glowing effect with a slight gradient.

GENERAL FUND ENTERPRISE BUSINESS SYSTEM